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## ORI101: Orientation to the College

1 Credit Hours

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### Contact Information:

**Instructor:** Mr. Robert McWilliams

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**Office Location:** MTECH Building, Main Campus

**Office Hours:** Monday – Friday, 8am – 5pm

### Course Description:

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

### Prerequisites/Co-requisites:

None

### Textbook:

**Gardner, J. N., Barefoot, B. O. and Farakish, N. (2015). *Your College Experience: Strategies for Success, Two-Year College Edition*, Boston, MA: Bedford/St. Martin's.**

**\*ISBN-10: 1-319-044190 | ISBN-13: 978-1-319-04419-0**

**\*The print version of the book from the Bishop State bookstore is a 3-hole punch, loose-leaf version of the book that comes bundled with Launchpad that will give you access to the eBook through Blackboard as well as the Launchpad course. You will have assignments in both Blackboard and Launchpad and therefore you MUST login to the Blackboard class and you MUST register your access code during the first week of the class.**

### Required Materials:

Required materials are as follows: **textbook, Launchpad Access Code (free with your purchase of the book bundle from the Bishop State bookstore), writing instrument, flash drive, 2 folders, and a weekly planner.**

### Folder/Binder

- The course textbook is a 3-hole punch, loose-leaf book. Students will need a binder in which to place the book.
- One of the course requirements is a Technology Portfolio, in which students complete various assignments, related to a variety of different technologies. As students complete these assignments, they will be required to provide proof they have completed them. Students will need a folder or small binder to assemble the documents required for the Technology Portfolio that they will submit to the instructor for a grade.

### Planner

- Students will be required to complete assignments related to time management. In order to complete these assignments, students will need a weekly calendar planner (a calendar that allows students to schedule events by the day of the week).

## Flash drives (Jump Drives) for online assignments

- Any student who does not have a personal computer and Internet access at home should make arrangements to do the required coursework at one of the computer labs on campus (Caldwell Building Learning Resource Center on the first floor, BTC Room 113, or in the Library).
- It is recommended that students save copies of all assignments either on their home computer hard drives or on a flash drive in case something happens during the upload process. No one wants to get a zero for an assignment because a computer crashes or the Internet goes down and you lose your work; ALWAYS save a back-up copy of your work!

## Blackboard Course Access

- Access to the Blackboard course is **provided free with your paid tuition for the course**. You can access the Blackboard course at <http://bishopstate.blackboard.com>. Again, any student who does not have a personal computer with Internet access should plan to access the Blackboard course from one of the computer labs on campus.
- Your username is your **student number**
- Your password is your **6-digit birth date plus the last 4 digits of your social security number**.
- There will be assignments in the Blackboard course throughout the semester.
- All of your grades will be posted in the Blackboard course gradebook.
- Hardware and software requirements (along with links for downloading required software) for the course can be found using the following steps:
  - Go to the Bishop State homepage and click on the Blackboard link at the bottom of the page
  - Click on the link to the Blackboard Instructions
  - Click on the link to “Technical Requirements” (3<sup>rd</sup> in the list)
  - The other items in the list provide additional useful information for using Blackboard and navigating the course.

## Bishop State eMail

- Every student is assigned a Bishop State eMail address (using Gmail from Google).
- If you do not know your email address, you can find it by signing in to BORIS and checking under the menu item “My Information.”
- You can access your email at <http://mail.google.com> or using the link from the Bishop State homepage.
- Your account name is the entire email address including “@bishop.edu.” and your password is initially your 8-digit birth date.
- You will be asked to change your password the first time you login to your email account. **Please choose a password you will remember; you cannot use the normal Google features to reset a password. You will have to go through the Bishop State Computer and Information Systems Administrator to have your password reset if you forget it.**
- Check your email often (several times a week, if not daily). **All** class correspondence is sent to your student email (this includes information about tests, assignments, class cancellations, etc.).

## Pencils/Pens

- There will be in-class activities for which you will need a writing instrument.

## **General Education Core Competencies:**

After completing courses in the general education core, all students will be able to

1. Communicate ideas effectively both written and oral using standard English;
2. Read critically and analytically in order to demonstrate comprehension of college-level textbooks, literature, and other sources of printed information;
3. Expand knowledge of the human condition and human cultures in relation to behaviors, ideas, and values expressed in works of human imagination and thought, as well as engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to survival of any society;
4. Communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience;
5. Evaluate and formulate conclusions to hypothesized scientific situations;
6. Explain and apply fundamental mathematical processes, and critically evaluate quantitative information and real world problems;
7. Explain human behavior as it relates to cultural, historical, psychological, sociological, and economic perspectives including interactions among individuals, groups and institutions;
8. Utilize computer technology to record, retrieve, present, and apply information.

## **Student Learning Outcomes:**

After completing the Orientation to College course, all students should be able to do the following:

1. Student will efficiently utilize technology.
2. Student will be able to demonstrate knowledge of college policies & procedures based on the College Catalog, Student Handbook, course syllabus, and student information and forms from the Bishop State website.
3. Student will be able to demonstrate knowledge of effective communication techniques, written and oral.
4. Student will incorporate ORI01 course topics and activities into the learning environment.
5. Student will identify and apply effective study skills and techniques.
6. Student will develop a Career Portfolio utilizing the College Catalog, a degree plan, a STARS guide, CollegeFish profile, Career Guide and Gainful Employment information from the Bishop State website, and <http://altechprep.org/clusters.html>.

## **Additional Information:**

**College Orientation:** Orient students to services and organizations at the college including the online registration and email. (SLOs # 1, 2)

### **Learning Objectives:**

- 1.1.1 Describe the various campus services available to students.
- 1.1.2 Explain the process for online registration.
- 1.1.3 Explain campus parking requirements.
- 1.1.4 Summarize student activities and organizations.
- 1.1.5 Discuss various elements of the student handbook.

**Introduction to Technology:** Provide knowledge of available technology services including location and policies for computer labs. Exposure will be provided to the use of computer based instruction. (SLOs # 1, 2, 3)

**Learning Objectives:**

- 1.1.1 Discuss the availability and use of computer services available to students
- 1.1.2 Summarize the use of online learning service.
- 1.1.3 Discuss the use of social media related to college activities.

**Student Skills:** Students will acquire and apply knowledge and skills to enhance their learning experience including personal and professional quality of life issues. (SLOs # 3, 4, 5)

**Learning Objectives:**

- 1.1.1 Determine optimum learning style.
- 1.1.2 Describe study skills considered foundational for successful learning.
- 1.1.3 Describe various methods for effective note taking.
- 1.1.4 Discuss techniques for dealing with stress.
- 1.1.5 Describe effective time management activities.
- 1.1.6 Describe effective communication skills.
- 1.1.7 Explain techniques to improve listening skills.

**Career Exploration:** Students will develop insights into various careers available and how to prepare and secure employment. Knowledge will be obtained about developing effective resumes and students will develop practice effective interviewing skills. (SLOs # 3, 6)

**Learning Objectives:**

- 1.1.1 Discuss opportunities available for various careers.
- 2.1.1 Describe various resources available for job searches and format for submitting applications.
- 2.1.2 Identify critical elements of an effective resume.
- 2.1.3 Identify critical elements of an effective cover letter.
- 2.1.4 Describe behaviors conducive to an effective interview

**Evaluations and Assessments:**

Your final grade for the class will be calculated based on the number of points achieved out of a possible **1000 points** for the course. The points will come from the following activities:

**SLO Assignments (65%): total 650 points**

- SLO1: Technology Portfolio (100 points)
- SLO2: Pre-Test and Post-Test (50 points each, total 100 points)
- SLO3A: Mock Interviews (100 points)
- SLO3B: Written Assignments (10 points each, total 100 points)
- SLO5: Study Skills and Techniques Quiz (100 points)
- SLO6: Academic Plan and Career Exploration (150 points)

**Chapter Learning Curve Quizzes (10%): total 100 points**

Chapters 1-8, 10, 12 (10 points each)

**Other Assignments (15%): total 150 points**

Unit 1: email (10 points); Unit 2: Financial Aid power point quiz (35 points), Time Management Video (10 points), and Multiple Intelligences Inventory (10 points), Admission power point quiz (35 points); Unit 3: Complete Tour of Campus (20 points); Unit 5: Library Tour (20 points); Unit 7: Documentation of school activity (10 points)

**Attendance and Participation (10%): total 100 points**

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## Course Information:

There will be a variety of activities in this course that will allow you to meet the General Education Outcomes and the Student Learning Outcomes outlined above. The course activities will require you to work independently and sometimes as a group to complete tasks effectively, efficiently, and on time. In order to meet these requirements and complete the activities, you will need to be self-reliant and self-regulating to meet personal deadlines and to work well with others to meet group deadlines.

The course activities will help improve your communication skills, interpersonal skills and cognitive processes. Improving cognitive processes, communication skills, and interpersonal skills will not only benefit you in this course and other academic courses, it can also benefit you in other life endeavors

Handouts containing any special instructions for course assignments will be posted in the Blackboard course in the assignment folders. **Additional files containing important information for the course will be posted in the “Important Files” folder in the Course Info & Forms section of the course.**

If an assignment must be submitted electronically, make sure you complete the assignment early enough that if you do have computer or Internet problems, you will have time to get to another computer to submit your work. While the faculty does recognize that computers crash and networks go down, **these are not sufficient excuses for trying to submit late work.** Please remember to save your work on an external disk (diskette, CD, USB or flash drive, etc.) in case your computer does crash or there is some other problem, so that you will always have a backup copy of your work to submit. Remember that you may use the computer labs on campus to submit your work.

It is the student’s responsibility to make sure that he or she is present for all classes, turns in all assignments by due dates, submits all online assignments by due dates, and is present for all in-class assignments. Since class participation depends upon the student’s knowledge of the material being covered, it is **very important to read the textbook chapters prior to the class in which they will be discussed.**

**If you are a late registrant, you must complete all missed work within SEVEN (7) days of enrolling in the course (counting the day your class schedule is stamped by the Business Office). Any work not completed within seven days will receive a grade of zero.**

## BSCC Attendance Policy:

Class attendance is strongly encouraged. **Excessive absences may affect your final grade.** Students are expected to attend all classes as scheduled and exercise regularity and punctuality in attendance. Absences will be recorded for each class and no absence will be considered excused. Absences are counted from the first day of the student’s registration in the course.

The attendance policy for classes on special schedules, such as the Health Related Programs, will be announced during the first class meeting by the respective departments. These attendance policies take precedence over any other policy.

Students are responsible for all coursework from the first scheduled day of class.

Students must abide by coursework and test makeup policy indicated in the course syllabus.

Exceptions to any attendance policy will be made only for persons required to fulfill **military duty, jury duty, or court witness obligations.** Students must request approval for these exceptions in advance and provide documentation to the Admissions Office on the appropriate campus prior to the scheduled dates of absence. Exceptions must be approved by the Dean of Students/Assistant to the Dean of Students.

## Statement of Discrimination/Harassment:

The official policy of Bishop State Community College is that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment.

Bishop State complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and ADA regulations as revised in 1992.

### **Americans with Disability Act:**

The Office of Disabled Student Services assists students with disabilities to ensure that they are not discriminated against based on disability. The department ensures that these students are allowed reasonable accommodations based upon Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Registering with Disabled Student Services is completely optional; however, **students must register with the Office of Disabled Student Services in order to receive services. For more information, students should contact Ms. Vivian Williams, Coordinator of Disabled Student Services at 405-7028. The Office of Disabled Student Services is located in the Business Technology Center, Rooms 124 & 126.**

### **BSCC Academic Integrity Policy:**

Bishop State Community College enthusiastically promotes academic integrity and professional ethics among all members of the Bishop State academic community. Violations of this policy are considered as serious misconduct and may result in disciplinary action and severe penalties.

### **BSCC Plagiarism Policy:**

**Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.**

1. To avoid plagiarism give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
2. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g. footnote, endnote, bibliographical reference).
3. Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments).

**DISCIPLINE: FACULTY MEMBERS MAY RESPOND TO CASES OF PLAGIARISM IN ANY OF THE FOLLOWING WAYS:**

1. Return the paper or other item for rewriting; the grade may be lowered.
2. Give a failing grade on the paper or other item - "F" if a letter grade is used or zero if a numerical grade is used.
3. Give the student who plagiarized a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the College.

**If you are not sure what plagiarism is, here is a good rule of thumb: 3 or more words copied from any print or electronic material without using quotation marks and citing the source is plagiarism.**

Additionally, rewording print or electronic material and failing to give credit to the original source (citing the source) is also plagiarism. Any time that you use someone else's words or ideas without citing the source and/or using quotation marks appropriately is plagiarism. Do NOT get into the habit of using other people's work and trying to take credit for it as your own. If you use research from other sources, which you will do very often in your college career, simply cite the source and give the author(s) credit for their work.

**The PowerPoint presentation in the Blackboard course entitled "Puzzled by Plagiarism" will also help you understand plagiarism and how to avoid it in your assignments.**

### **Important Supplemental Course Information**

1. **For all classes, handouts containing any special instructions for course assignments will be posted in the Blackboard course in the "Important Files" section of the course.**
2. You are given advance notice of due dates for assignments. Please keep up with assignment due dates!

3. It is the student's responsibility to make sure that he or she is present for all classes, turns in all assignments by due dates, submits all online assignments by due dates, and is present for all in-class assignments. Since class participation—in class or online—depends upon the student's knowledge of the material being covered, it is **very important to read the textbook chapters prior to the class in which they will be discussed.**
4. **If you are a late registrant, you must complete all missed work within SEVEN (7) days of enrolling in the course (counting the day your class schedule is stamped by the Business Office).**
5. **If you are having difficulty in the course, please do not wait until the last minute to ask for help.** Discuss problems with the instructor as soon as possible, either during office hours or by appointment. Office hours are posted in the Blackboard Course in the "Instructor Information" section. Many questions can be answered via email and students are encouraged to use this form of communication, especially if student schedules conflict with the instructor's office hours.

### **Helpful Hints for Success**

- A. Pay attention in class.
- B. Check your **Bishop State email daily** for announcements and updates to the course.
- C. If you are taking a face-to-face class, **always bring your textbook** to class.
- D. If you are taking a class with online assignments, **login to the course several times per week** to make sure that you are keeping up with the workload and completing assignments on time.
- E. Take notes.
- F. **Ask questions & participate in discussions.**
- G. Read the assigned chapters **before** the scheduled class time so you will be prepared for the discussion.
- H. If you have difficulties, please talk to the instructor as soon as possible.
- I. **If you need to register with the Office of Disabled Student Services, please do so within the first week of classes.**

**IMPORTANT:** The instructor will give additional information regarding the course and assignments during class meetings, so it is important to be on time for all classes. Any information that must be communicated outside of class time will be emailed to students. All email correspondence will be sent to the student's Bishop State email address; therefore you should check your Bishop State email account daily.